

[Company Letterhead]

[Date]

[Bank/Financial Institution Name]

[Department Name]

[Address]

[City, State, Zip Code]

Subject: Audit Confirmation of Foreign Exchange Contracts

Dear Sir/Madam,

In connection with the audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the details of all outstanding foreign exchange contracts (spot, forward, and options) held by our company with your institution as of the close of business on [Audit Date].

Please include the following details for each contract:

- Contract Reference Number
- Trade Date and Value Date
- Currency Purchased and Amount
- Currency Sold and Amount
- Contractual Exchange Rate
- Unrealized Gain or Loss (Mark-to-Market Value)
- Type of Instrument (e.g., Forward, Spot, Swap, Option)

Please also confirm if there are any collateral or margin requirements associated with these contracts.

Kindly send the requested information directly to:

[Auditor Name]

[Auditor Address]

[Auditor Email Address]

A self-addressed envelope is enclosed for your convenience. Thank you for your prompt attention to this request.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]